

TAFS – TANF FS Data Search

This screen is used to search on a person, to determine if s/he has a current TANF or Food Stamps involvement (a participation code other than “OU” for the current calendar month). If the person is current in more than one case, the case number(s) will be listed for selection, below the dashed line.

TAFS		TANF/FS DATA SEARCH		09/20/02 12:55:45	
				KIM C	
CLIENT SSN:					
OR					
CLIENT FIRST NAME:		LAST NAME:		MID INIT.:	
DATE OF BIRTH:					

<p>SELECT CASE NUMBER TO VIEW HOUSEHOLD AND BENEFIT INFORMATION</p> <p>___ CASE NUMBER: 000005</p> <p>___ CASE NUMBER: 000006</p>					
<p>ENTER=TAF1(HOUSEHOLD SUMMARY) PF4=TAF2(TANF HISTORY) PF5=TAF3(FS HISTORY)</p>					

Solid arrow = Mandatory field. Open arrow = Optional Field.

Mandatory Fields ([F1] indicates Online Help is available.)

CLIENT SSN

A person's SSN is entered here, so TEAMS can check to see if the person has a current TANF or Food Stamps involvement (a participation code other than “Out” for the current calendar month). (If an SSN is entered, there is no need to enter the name and date of birth information.)

CLIENT FIRST NAME

A person's name information and date of birth can be entered, in lieu of the SSN. In this field, the first name is entered.

LAST NAME

A person's name information and date of birth can be entered, in lieu of the SSN. In this field, the last name is entered.

DATE OF BIRTH

A person's name information and date of birth can be entered, in lieu of the SSN. In this field, the date of birth is entered (MMDDCCYY).

Optional Fields**MID INIT:**

A person's middle initial can be entered; this is optional and will not affect the search performed by TEAMS.

SELECT CASE NUMBER TO VIEW HOUSEHOLD AND BENEFIT INFORMATION

This field will be displayed (below the dashed line – as shown in the dashed box) if there are multiple case numbers with a current TANF or Food Stamps involvement. (When a character is typed and Enter is pressed, TAF1 displays. When a character is typed and F4 is pressed, TAF2 displays. When a character is typed and F5 is pressed, TAF3 displays.)

Display Fields**CASE NUMBER:**

These fields will be displayed if there are multiple case numbers with a current TANF or Food Stamps involvement.

Navigation Fields and Fkeys

ENTER	The Enter key accesses TAF1 (Household Summary), if a search is successful; or if the search returns multiple case numbers and a case number is selected.
F2	The F2 key returns to the last TEAMS <i>menu</i> that was accessed.
F3	The F3 key returns to the SYSE (System Selection) menu.
F4	The F4 key accesses TAF2 (TANF History), if a search returns multiple case numbers and a case number is selected.
F5	The F5 key accesses TAF3 (FS History), if a search returns multiple case numbers and a case number is selected.
F12	The F12 key clears any new data typed on the screen.